**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_**

**Fill in the Blank - Fill in each blank with the term or phrase that best completes the statement.**

**1.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a file containing color, font, layout, and effect settings that you can apply to a presentation to change its appearance.

**2.** A slide’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ determines the positioning and types of placeholders on it.

**3.** Text that repeats at the bottom of each slide is a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4.** Underlined text on a slide usually means that the text is a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and opens a web page or another slide when clicked.

**5.** A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button can be placed on a slide to perform a certain activity or jump to a certain slide when clicked.

**6.** You can organize slides into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which group slides together for easier handling.

**7.** To ensure consistency, make formatting changes to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rather than individual slides.

**8.** The individual layouts associated with a particular slide master are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ masters.

**9.** To create your own layout, start a new layout and then add one or more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**10.** Hyperlinks must be tested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.

**Multiple Choice**

**Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_1.** Which of these does a theme *not* include?

**a.** A color palette

**b.** Fonts

**c.** Graphic effects

**d.** Sample content

**\_\_\_\_\_2.** Themes are applied from which tab?

**a.** Home

**b.** Insert

**c.** Design

**d.** Transitions

**\_\_\_\_\_3.** How are PowerPoint’s built-in font themes named?

**a.** They use the same names as the themes from which they come.

**b.** They are numbered from 1 to 255.

**c.** They are lettered from A to Z.

**d.** They are named according to the first font in the font theme.

**\_\_\_\_\_4.** From which tab do you apply a different layout to a slide?

**a.** Home

**b.** Insert

**c.** Design

**d.** Transitions

**\_\_\_\_\_5.** Which of these is *not* a type of fi ll you can use for a slide background?

**a.** Solid color

**b.** SmartArt

**c.** Texture

**d.** Gradient

**\_\_\_\_\_6.** To link to a slide in the current presentation, choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Insert Hyperlink dialog box.

**a.** Existing File or Web Page

**b.** Place in This Document

**c.** Create New Document

**d.** Show Current Slides

**\_\_\_\_\_7.** Where do slide headers appear, if used?

**a.** Onscreen during Slide Show view

**b.** On printouts of handouts and notes pages

**c.** Neither place

**d.** Both places

**\_\_\_\_\_8.** After assigning a hyperlink to a graphic, you can test it in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.

**a.** Normal

**b.** Slide Show

**c.** Slide Sorter

**d.** Notes Pages

**\_\_\_\_\_9.** Action buttons are selected and inserted from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button’s menu the Insert tab.

**a.** Clip Art

**b.** SmartArt

**c.** Shapes

**d.** WordArt

**\_\_\_\_\_10.** What happens when you move a section header?

**a.** All the slides in the section move along with it.

**b.** The header moves but not the slides in its section.